



Brownfield Grants



Warning

- This slide show contains information and examples that pertain to former grant guidance.
- You should thoroughly read the new grant guidance when it is released.
- The KY BF Program staff can highlight changes.

Do You See These In Your Community?



Brownfields

Properties that are abandoned or underutilized due to real or perceived contamination including:

- Former gas stations
- Dry cleaning establishments
- Abandoned factories
- Mine-scarred lands
- Old schools and hospitals
- Meth labs
- Scrap yards
- Landfills
- And many more.....

Why Redevelop

- Revive downtown & bring people back
- Chances for employment and small business
- The domino effect
- Community pride
- Chance to take care of environmental issues-
stormwater, water quality and energy

Ky BF Program Services

- Grant-writing assistance- workshops, grant review and grant review party
- Free assessment services
- Information and project assistance
- Funding identification
- Help carrying out grant
- Revolving Loan Fund
- Project oversight through Superfund Group

If You Have Properties, What Do You Do?

- Inventory
- Determine which have the most potential or if there is an end use for a particular property
- **Assess before you buy or take ownership** (even if a gift)- provides you with liability protections and makes you eligible for grants
- Determine what type of cleanup is needed based on end use
- Get funding for redevelopment and match with other funding sources. Brownfields are not the silver bullet of funding.
- Work with the cabinet on the cleanup to get a closure letter
- Redevelop according to cleanup plan and deed restriction

Why Brownfield Grant

- Seed money for a redevelopment program
- Can be part of an incentives package
- Make sites ready for redevelopment
- In the case of company closings, you can immediately assess property risks instead of it being idle for years.
- Protect human health and the environment
- Mitigate stormwater issues, alternative energy production, urban gardens

Is This Grant Right For Us?

- Do we have a goal??
- Do we have the people and resources to carry out a project?
- Does the community support the effort?
- Are we willing to put in the effort?
- Think about these questions as we proceed today. Not now.....maybe later.
- Successful project=more federal brownfield funding

Types of Grants

- Assessment
- Cleanup
- Revolving Loan Fund
- Multi-purpose grants
- Area-Wide Planning
- Job Training Grants

Who Can Apply?

- General Purpose Unit of Local Government (as defined under 40 CFR Part 31)
- States and Tribes
- Quasi-government entities (e.g., regional councils, redevelopment authorities, economic development agencies, etc.)
- Nonprofit organizations (Cleanup Grants Only- for now)

Grants

- Grants RFP early October; Due Early December
- Can submit by paper or with grants.gov, but we **strongly recommend paper**.

Why Assessments?

- Always look the gift horse in the mouth.
- Required for BFPP.
- Makes you eligible for brownfield grants.
- Can be a selling point-assessment already done or a property has been cleared.

Assessment Grants

Community Wide	Site- Specific	Coalition
Up to \$200k each for hazardous substances and petroleum	Up to \$200k for hazardous substances and petroleum (comingled)	Up to \$600,000 per coalition (3 eligible entities) <small>**Coalition members may NOT apply for individual assessment funding</small>
	May request a waiver for up to \$350k	
Maximum combined amount \$400k	Maximum amount \$350k	Maximum amount \$600k

No funding match is required for an assessment grant!!

3-year project period

Eligible Assessment Activities

- Inventory of sites
- Characterization of sites-Phase I's&II's
- Sampling plans
- Analysis of brownfield cleanup alternatives (ABCA)
- Asbestos surveys
- Community outreach
- Programmatic expenses
- Area wide planning
- Health monitoring in assessment and cleanup

Other things you should know

- Don't have to own properties
- Target an area
- Can use funds on any property within the boundaries set, but EPA can be flexible
- Can apply as a coalition- 3 eligible entities-
Have to assess at least 5 sites
- Can apply for hazardous materials and petroleum with one grant application (provide 2 budgets).

Cleanup Grants

Cleanup

\$200k for each site (up to 3 sites)

Total \$600k

**A 20% match is required for cleanup grants.
Federal funds can't be used for match.**

3-year project period

HUD CDBG funds can be used as match.

Cleanup Grants

- This is a site-specific grant
- Can apply for 3 sites, but must do separate applications
- **Have to own** the property at time of application
- Can't be responsible for the contamination
- Must perform community notification
- Requires a 20% cost share
- Phase I and II must be completed before application. Phase I or AAI must be performed prior to purchase (check time requirements...they go bad). This gives you Bona Fide Prospective Purchaser status.
- New this year is a required cleanup plan similar to an ABCA
- 3-year project period
- Must meet site eligibility and property ownership eligibility.
- Nonprofits can apply.

Eligible Cleanup Costs

- Site cleanup
- Cleanup certification
- Confirming institutional controls

Revolving Loan Fund

Revolving Loan Fund

\$1 million for an eligible entity that has never received RLF fund before – Coalitions may apply

Total \$1 million

A 20% (200K) match is required for RLF grants. Federal funds can't be used for match.

HUD CDBG funds can be used as match.

5-year project period

Revolving Loan Fund

- One proposal per community
- Can be used to address site with hazardous waste and petroleum pollutants
- Fund sustains itself
- Can't make subloans or grants to responsible parties
- Only \$200k per site but EPA is flexible in certain circumstances
- Must have a 20% cost share
- 5-year performance period
- Can sub-grant 50% of RLF

Writing an EPA Brownfield Grant



First, prepare for the task

- Review grant guidance
 - This presentation is based on FY 13 grant guidance. FY 14 may have changes. Our program will let you know the changes.
- Get copies of successful grants (our website)
- Seek mentoring from grantees
- Contact the state for a letter of support. This is required.

What does the grant package look like?

Cover Letter/ Transmittal Letter- 2-page limit

Narrative proposal- 15-page limit- USE ALL OF IT!!!!!!

Attachments- 20-page limit

- Letter from the state or tribal authority- Must be current, and one letter will suffice for multiple applications.
- Document eligibility if other than state, county, city or tribe.
- Letters of support
- Documentation of nonprofit status, if applicable

What does the grant package look like?

- Justification of waiver, if applicable
- Property-specific determination request, if applicable
- Letters of commitment if you seek a coalition grant
- Petroleum eligibility determination, if applicable

Answering the questions

- **Two types of questions:**
 - Threshold are pass/fail- Are you eligible?
 - Ranking criteria- It's a points game.
- Both reviewed in region but scores are ranked nationally.

Answer everything thoroughly, and it's ok to be redundant although steps have been taken to decrease redundancy in the grant guidance.

A note on how these are scored...

- Threshold first
- Then ranking criteria- scores given
- Headquarters selects highest ranking (policy considerations may be taken into account)
- Announcement in spring of 2014

Threshold Criteria- Assessment



Use as little space as possible for threshold, especially if you are just doing a community-wide assessment.

- Applicant eligibility- local government, states, tribes, quasi-governmental agencies, nonprofits (cleanup only)
- Support letter from state and any coalition members (current)
- Site eligibility for site-specific assessments-will make section longer because it triggers a list of questions

Threshold Criteria- Cleanup/Site Specific



Much more information for cleanup:

- Applicant eligibility
- Site ownership-fee simple title by date of application
- Letter from state (current)
- Site eligibility-Changes depending on if it is a petroleum site or a hazardous waste
 - Basic site info
 - Status and history of contamination
 - Affirm that the site is eligible for funding-Not CERCLA or NPL site- ask the state
 - Site-specific determination, if applicable
 - Environmental assessment required for cleanup
- Property ownership eligibility
 - Not liable through CERCLA
 - Not subject to enforcement actions
 - Info on liability defense/protection- How did you acquire the property?
Nature of ownership? Relationship with seller?

Cleanup Threshold Cont.

- **PRE-PURCHASE INQUIRY-** Post-2006 an AAI must be performed prior to taking ownership-only a few exceptions (condemnation, involuntary acquisition)
 - Pre-2006 it depends on the statutes in place at the time.
- Post acquisition uses-have you made anything worse?
- Continuing obligations-have you exercised appropriate care for the property?
- Specific questions for petroleum sites
- Cleanup and oversight structure
- Cost share
- Community notification
- Property access plan
- Legal opinion (RLF only)

Community Notification

- Required for cleanup grants
- Let community know your intent to apply
- Provide community with an opportunity to comment on proposal and draft ABCA
 - Ad in newspaper and public meeting
 - Must be 2 weeks prior to application deadline (specific date in RFP).
 - Let people know where you can find the documents
 - If making multiple applications you can have one meetings, but you must let all targeted communities know of the meeting.



Ranking Criteria

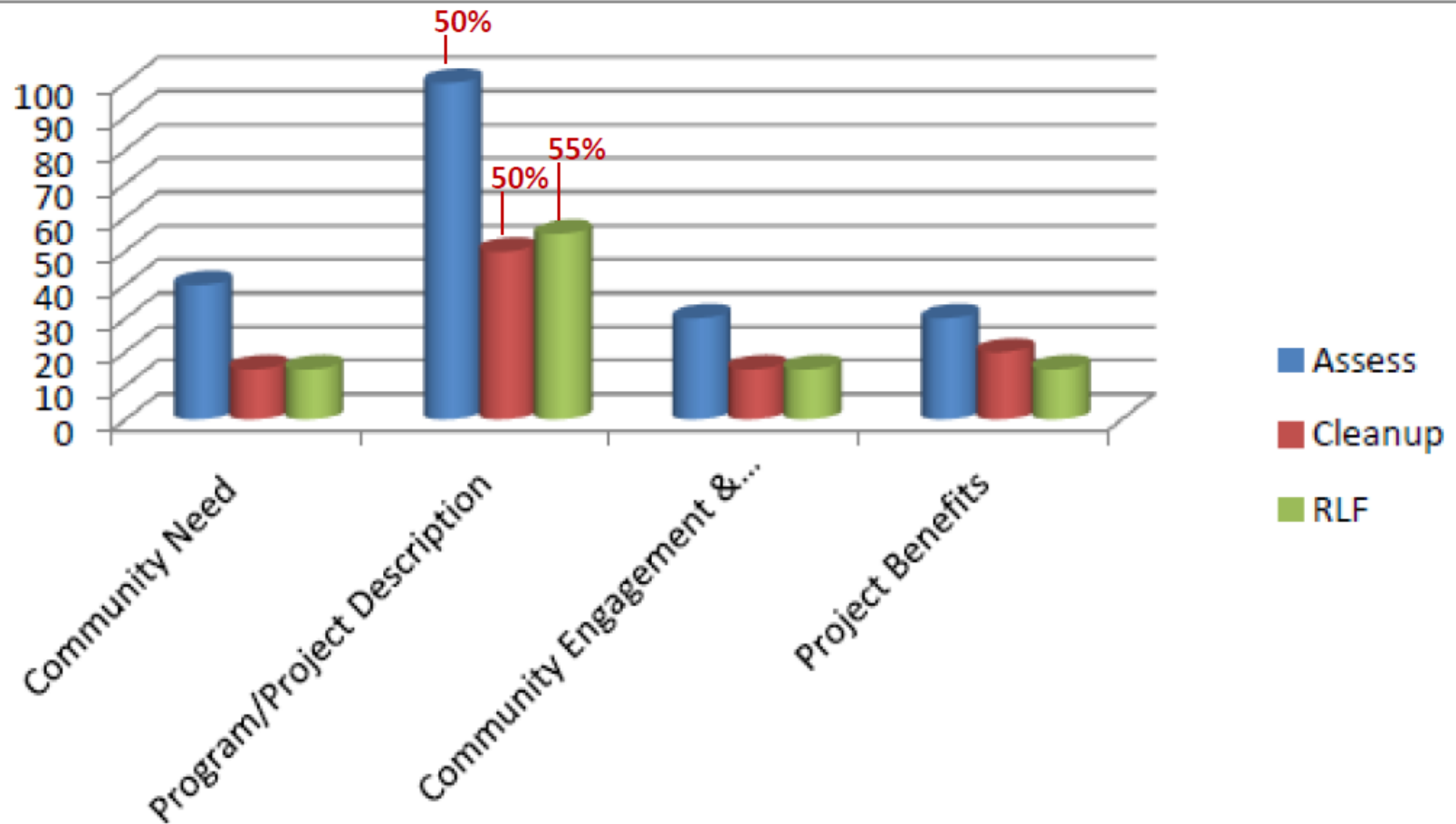


Four Areas to Cover

- Community need
 - Project description and feasibility of success-
 - Community engagement and partnerships
 - Project benefits
-
- Sub-criteria differ depending on type of grant
 - 200 points for assessment, 100 for cleanup and RLF

			Grant Type	Assess	Cleanup	RLF
			Total Points	200	100	100
Criteria 1	Community Need			40	15	15
Sub-Criteria 1.a	Health, Welfare, and Environment			20	8	8
Sub-Criteria 1.b	Financial Need			20	7	7
Criteria 2	Program/Project Description			100	50	55
Sub-Criteria 2.a	Project Description			20	10	20
	Cleanup	RLF				
Sub-Sub Criteria 2.a.i	Description of Redevelopment Plan	Description of existing property's condition		5	10	
Sub-Sub Criteria 2.a.ii	Types of applicant envision utilizing RLF	Description of proposed cleanup plan		5	5	
Sub-Sub Criteria 2.a.iii	Description of financial and management structure				5	
Sub-Criteria 2.b	Budget			40	20	15
Sub-Sub-Criteria 2.b.i	Table and Description			20	10	5
Sub-Sub-Criteria 2.b.ii	Tracking & Measuring			10	5	5
Sub-Sub-Criteria 2.b.iii	Leveraging			10	5	5
Sub-Criteria 2.c	Programmatic Capability & Past Performance			40	20	20
Sub-Sub-Criteria 2.c.i	Programmatic Capability			24	12	12
Sub-Sub-Criteria 2.c.ii	Adverse Audit			4	2	2
Sub-Sub-Criteria 2.c.iii	Past Performance			12	6	6
Criteria 3	Community Engagement & Partnerships			30	15	15
Sub-Criteria 3.a	Plan for involving affected community			10	5	5
Sub-Criteria 3.b	Plans to develop partnerships (local/state/tribal)			10	5	5
Sub-Criteria 3.c	Description and role of key CBO			10	5	5
Criteria 4	Project Benefits			30	20	15
Sub-Criteria 4.a	Welfare/Public Health			10	10	5
Sub-Criteria 4.b	Economic Benefits/Greenspace			10	5	5
Sub-Criteria 4.c	Enviro Benefits/Sustainable Reuse			10	5	5

Ranking Criteria Breakdown



Ranking Questions

- EPA has worked to decrease redundancy in the FY 14 grants.
- They have clarified some murky topics.
- Questions in each section will start broad and then ask for more specifics.
- Address every sentence that starts with describe.
- There may be some climate change questions to address.

Community Need

Assessment= 40 pts

Cleanup= 15 pts

RLF= 15 pts

Proposals will be evaluated on the quality and extent of the descriptions of the health, welfare, environmental and financial needs of the targeted community as it is affected by the presence of brownfields.

Community Need

- Do a small introduction to the community/target area.
- What makes you unique?
- Give the reviewer something to relate to if possible.
- Industrial history, landmarks, tourist attractions, etc.
- Tell a story.

Community Need: Health, Welfare and the Environment

Letcher County is located in the “Heart of The Hills” in Southeastern Kentucky. Three of the Eastern United States’ major rivers - The Kentucky, The Cumberland, and The Big Sandy – have their headwaters in Letcher County. Even after Daniel Boone and other settlers made their way into this area in the 18th Century, Letcher County remained largely isolated until the 20th Century when railroads reached into the hollows to extract the coal buried in the hills. Large corporations like US Steel and Consolidated Coal quickly built mining camps along the rail line and the first half of the 20th Century brought ten of thousands of immigrants to work the mines along with local farming families. This era is reflected in the film about country music singer Loretta Lynn, “Coal Miner’s Daughter”, which was filmed in Letcher County in the late 70s.



Community Need: Health, Welfare and the Environment

1. A. Health, Welfare and the Environment

In a nutshell: Describe effects that bfs have on the targeted community, noting # and size of bfs, impacts on sensitive populations and show residents are disproportionately impacted.

- Identify targeted communities emphasizing low income, disadvantaged, elderly, etc., that are in the area. Include geographic distribution of the area and describe boundaries of the target communities.
- Mention the types of brownfields that are in the area- drycleaners, mining areas, corner gas stations, etc. If you are looking community-wide, call out a couple of specific sites that you may want to target.

Community Need: Health, Welfare and the Environment

- Ask your state or local government if they have a listing of brownfields in the area. This can come in the form of inventories, superfund lists and UST lists.
- Describe what types of contamination may be present in the soils.
- Also note how these can possibly impact human health.
- Note any community features or resources threatened by contaminants-watersheds, streams, ecosystems, etc.
- A kid's walk to school includes walking past X number of brownfields.
- Is there access to health care?

Community Need: Health, Welfare and the Environment

- Note any health studies of the community that may exist.
- Is uncontrolled access a potential problem-safety risk to kids, teens nefarious adults?
- Compare health and welfare stats of your area to other towns, states, etc. Are those health impacts disproportionate?
- What are the impacts of the blight? Are more buildings becoming vacant? Is the area becoming a burden on municipal services? Is there increased disinvestment?
- Note crime rates.
- Describe vulnerable inhabitants-elderly, children women of child-bearing age.
- Education statistics (graduation and dropout rates)

Community Need: Health, Welfare and the Environment

- Is this area disproportionately impacted compared to the general population of the community?
- Teen pregnancy rates
- Pick what makes your story compelling.
- Economic distress due to job loss
- Percentage of section 8/ low-income
- Examples of plant closings/ businesses closing or moving out

Community Need: Health, Welfare and the Environment

The county's communities developed in the bottoms alongside the headwaters streams due to steep topography that leaves limited flat land. **90% of Letcher County citizens live within 100 feet of a creek or stream and all of the county's cities have been developed along waterways.** The quality of the local environment has direct effects on nearly every citizen in Letcher County and over a million Kentuckians downstream. Some of Kentucky's most pristine, Wild & Scenic streams are located in Letcher County. Unfortunately, some of state's most degraded streams are also here and often closer to people's daily lives than the pristine streams.

Community Need: Health, Welfare and the Environment

West Louisville in general, and the Park Hill Industrial Corridor in particular, are severely hampered in their ability to link to the regional economy because of high transaction costs associated with land assembly, environmental assessments, building obsolescence, environmental remediation and restoring land titles to marketable condition. The brownfields problem is the biggest constraint on the redevelopment of the Park Hill Industrial Corridor due to the uncertainty of the perceived environmental contamination. Unless this uncertainty is addressed, private investors are unwilling to assume the financial risk and threats of liability. Similar mechanisms negatively affect residential property values in the area, which are the lowest in the Louisville Metro. A Community-Wide Assessment Grant will allow us to address these uncertainties and open the possibilities for economic growth and a higher quality of life for its residents.

Community Need-Financial Need

1. B. Financial Need-

What are the economic impacts of bfs on the community? - Provide poverty rates, income, unemployment rates or other demographics that help communicate the need.

- Indicate any job losses, factory closing, etc., that have occurred in the area. Are there ties to the brownfield properties?
- Reviewer should understand the social and economic situation of your target community and the financial constraints of the applicant.
- Coalition applicants must address each partner.

Community Need: Financial

- Compare local data to regional, state and national data. Include poverty data, average hh income, unemployment/underemployment rates, minority levels, single heads of hh, welfare rates, rental vs. owned properties, etc.
- If you have a lot to communicate, comparative data is good in table/chart form for ease of reading.
- Describe your community's challenges- fiscal limitations, rural community with limited resources, geographic issues, etc.
- Property values, tax-base stats
- If you already have a bf grant, explain why you need another.
- On the flip side, has brownfield redevelopment helped spur economic growth elsewhere? Point to the desire for ongoing success in redeveloping an area.

Community Need: Financial

Stats from an assessment grant that covered multiple counties.....

	Bracken	% of Total Pop	Fleming	% of Total Pop	Lewis	% of Total Pop	Mason	% of Total Pop	Robertson	% of Total Pop	United States
Total Population	8,279		13,792		14,092		16,800		2,266		281,421,906
White	8,161	98.57%	13,467	97.64%	13,933	98.87%	15,237	90.70%	2,236	98.68%	76.00%
Black	67	0.81%	249	1.81%	41	0.29%	1,059	6.30%	2	0.09%	13.00%
American Indian/Alaska Native	89	0.18%	9	0.07%	38	0.10%	38	0.27%	0	%	1.00%
Asian	0	0.00%	0	0.00%	0	0.00%	70	0.45%	11	0.49%	4.00%
Native Hawaiian/other Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1.00%
Hispanic or Latino	7	0.08%	107	0.78%	54	0.38%	231	1.38%	16	0.71%	13.00%
Low Income	888	10.73%	2,539	18.41%	3,943	27.98%	2,750	16.42%	487	21.49%	13.00%
Elderly (over 65)	492	5.94%	744	5.39%	784	5.56%	1,036	6.17%	156	6.88%	13.00%
Disabled (over 5 years or age)	3,818	46.12%	58.95	42.74%	4,851	34.42%	7,560	45.00%	922	40.69%	11.00%

Community Need: Financial

Or stats in narrative form.....

Despite the lack of economic opportunity, increased crime rates and blight in this area, the residents who live there remain committed to their neighborhood. Census data demonstrates that one in three households live in the same house (as of the 2000 Census) as they did in 1995; there is no evidence that this trend has changed since the decennial Census. There are, unfortunately, few economic opportunities for the neighborhood's disadvantaged residents. Nearly one in five workers remains unemployed, according to Kentucky Department of Employment data. One in four workers is employed in a service occupation; an additional 25% are employed in sales and office occupations. Retail trade dominates the commercial sector within the neighborhood. Only 3.6% of workers are self-employed in their own businesses. Poverty is rampant: 31% of residents have incomes below the poverty level. In families with children under age 18, 57% live in poverty. When the family includes related children under five years of age, more than two thirds of all families -- 68.8% -- have incomes below the federal poverty level (2000 Census data).

Project Description/ Feasibility of Success

Assessment= 100pts

Cleanup= 50pts

RLF= 55pts

Proposals will be evaluated on the quality and extent to which the applicant demonstrates a reasonable approach to the project, resources to accomplish the project and can complete the project in a timely manner.

Project Description

What is your project and how does it
fit in the overall plan for the
community?

Project Description

2. A. i) & ii) Project Description-

Describe the assessment or cleanup project you are going to undertake.

For cleanups, describe any previous cleanup work on the site. Describe the cleanup plan and **end use** for the property.

For assessment grants: Describe:

- Inventory activities.
- Site selection process- Give specifics on criteria and prioritization. Is there a master plan for the area, developers interested, economic distress in a particular place, environmental danger ?
- Approximate number of phase I&II assessments- More bang for the EPA's buck. A majority of the budget should be spent on assessment activities.

Project Description- Assessment

- Ensure that your assessment activities will comply with ASTM, AAI standards, etc., and that quality-assurance plans (QAPPS) and health and safety plans will be developed. *EPA has good definitions and explanations of these in the FAQs for the grants.*
- Target sites that you would like to assess
- Community input or engagement processes-mention here, but will detail later
- Do your efforts dovetail with other master plans or redevelopment projects?
- How do you plan to get site access to public and privately held sites? Include that you will come up with access agreements and will communicate with owners.
- Understand BFPP protocols

Project Description-Cleanup

2. A. i)&ii)

Describe the assessment or cleanup project you are going to undertake. For cleanups, describe any previous cleanup work on the site. Describe the cleanup plan and **end use** for the property.

For Cleanup Grants

- Make sure you document that the proper assessment activities have taken place, that they occurred in the correct order and that they are compliant with AAI/ ASTM standards.

Project Description- Cleanup

- Thorough description of the Phase II is pivotal:
- Sufficient characterization- Don't want to have to do more before project takes place
 - Variety of cleanup methods considered- Possible ABCA (alternative brownfield cleanup alternatives) as part of grant
 - Detail action plan- End use is soooooooooo important .
 - Cost of cleanup
 - Quality assurance plans, health and safety
- Mention engineering/institutional controls.
- What are you going to do with the site afterward and how will safety be addressed.

Project Description- RLF

- Describe your program and how funds will be used.
- How will you sustain the RLF (how will you revolve it?)
- Expected borrowers and subgrantees
- Plans for success- address staff commitments, selection criteria for grants and loans and lending practices.

Project Description- Budget

2. B. i). Budget-

Identify tasks and costs associated with each. Describe each task in detail with a basis for the cost and projected outputs, where possible.

- Include a short introduction before the budget that outlines a spending plan noting that you will comply with federal procurement guidelines.
- Include chart of expenses and then detailed information on each budget category.
- Include travel expenses for brownfield conferences/workshops.
- Provide a detailed narrative after budget table.
- In narrative provide detail like:
 - 400 contractor hours for blah, blah, blah at \$100/hour= \$40,000

Project Description- Budget

- Reference and detail in-kind services in the narrative.
- Never use the term “administrative”use “programmatic costs.”
- Explain any supply expenses.
- For assessments, estimate the # and type of assessments and costs of each.
- Even though match is not required in assessment, in-kind can help strengthen your application
- Justify and equipment or supply costs

Project Description-Budget for Cleanup

2. B. i). Budget-

Identify tasks and costs associated with each. Describe each task in detail with a basis for the cost and projected outputs where possible.

- Cleanup planning can be a part of your assessment grant.
- For cleanup, mention the cleanup plan, the contaminant involved at the site and costs of remediation activities, such as tank removals, excavation, off-site disposal, etc.
- If you are applying for haz. waste and petroleum, you will need two budget charts.

Project Description-Budget

Assessment Budget

Table 1					
Budget for Site Assessment Center					
Budget Categories	Task 1 Quality Assurance Inventory of Sites/Program Plans	Task 2 Phase I Environmental Site Assessment	Take 3 Site Specific Sampling Plans and Phase II Environmental Site Assessments	Taks 4: Remedial Planning and Design	Task 5: Outreach, Programmatic Expenses and Travel
Personnel					\$10,000.00
Travel					\$5,000.00
Supplies					\$3,000.00
Contractural	\$7,000.00	\$47,500.00	\$92,500.00	\$33,500.00	\$1,500.00
Total	\$7,000.00	\$47,500.00	\$92,500.00	\$33,500.00	\$19,500.00
Total Requested					\$200,000.00

Project Description- Budget

Budget Categories	Project Tasks						
(programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	[Task 5]	[Task 6]	Total
Personnel							
Fringe Benefits							
Travel							
Equipment							
Supplies							
Contractual/EPA	15,000	5,000	10,000	35,000	100,000	35,000	
Contractual/CVC cash match	10,000	10,000	5,000	15,000			
Other (specify) _____							
Other (specify) _____							
Total	25,000	15,000	15,000	50,000	100,000	35,000	

Tracking and Measuring Progress

4. C. Outcomes

What are the expected outcomes and how do you plan to measure them?

- Create an evaluation process and performance measurement system.
- List your expected outputs and eventual outcomes and how you plan to measure them.

Outputs- reports produced, meetings held, sites identified, assessments completed, etc.

Outcomes- increased employment due to new economic development, improved public and environmental health due to contamination reduction, acres ready for reuse, minimization of exposure to pollutants. **These may not be achievable during project period.**

- EPA-targeted outcomes include:
 - Assessments performed, cleanups completed, redevelopment dollars leveraged .
 - You may also note events conducted, funding acquired and jobs created in the area, etc.

Project Description-Leveraging

2. B. ii). Leveraging-

If additional funding is needed to complete a project, how will you come up with those funds?

- To fill perceived gaps in funding, mention any internal funding sources or in-kind services that you can provide to the project.
- Mention any other grants you have received for the project or ones that you may pursue.
- Are there developers who are willing to pay for part of the project?

Project Description-Leveraging

- Mention any tax incentives, TIFs, state grants or services that are available for the project.
- Mention any past success in leveraging funds for other redevelopment projects.
- The EPA realizes that you may not have searched for funding for this project yet, so show past successes.
- What are the community benefits reaped from that success?
- Do you have any future grant targets?

Other Funding Sources

- HUD's Brownfield Economic Development Initiative (BEDI)
- HUD CDBG, section 108 loan guarantee
- EDA Title 1 public works and Title IX economic adjustment
- DOT (stream restoration and rehabilitation programs)
- Army Corps of Engineers (cost shared services)
- USDA B&I/Community facility loans/guarantee
- NPS grants
- Rails to Trails
- EPA Brownfield RLF
- SBA microloans and Section 504 development company debentures
- EPA/KIA CWRLF

Project Description-Leveraging

Sample of Leveraging Verbiage

Because this project has such a link between clean-up and water quality improvement, a wide variety of environmental improvement funds are available. Office of Surface Mining cooperative agreements of up to \$100,000 per site are available to assist local organization to begin actual construction to treat streams impacted by Acid Mine Drainage. East KY PRIDE, Inc. (funded by National Oceanic and Atmospheric Administration, NOAA) offers Community Grants of up to \$50,000 for environmental improvement projects. The Kentucky Department of Fish and Wildlife has a Stream Restoration & Enhancement Program (funded by the Army Corps of Engineers) that is willing to partner to enhance habitat once Acid Mine Drainage is cleaned up. This program has no funding cap and will spend what is necessary to improve aquatic habitat. EPA 319(h) Non-Point Source Pollution Prevention monies have been successfully used to treat the water quality problems such as these. The Clean Water State Revolving Fund (CWSRF), managed by the Kentucky Infrastructure Authority (KIA), provide an excellent low-interest way to complete projects that reduce nonpoint pollution and help with watershed management.

Programmatic Capability

2. c. i&ii Programmatic Capability-

Describe your management plan, your team and their experience in grant management of brownfield and other grants.

- Demonstrate your ability to manage the grant.
- Demonstrate sufficient resources and capability to complete the project in a timely manner.
- Make sure you address all elements of each question. Be clear and thorough.
- Address adverse finding question. Not addressing may give the wrong impression, even if you haven't had an adverse finding.

Programmatic Capability

- Mention experience with other federal grants, how you managed them and maybe some outcomes of those projects.
- If you have had EPA brownfield grants in the past, highlight your successes-cleanups, assessments and redevelopment info.
- For staff qualifications, identify key staff, total years in brownfield/grant management, economic development, etc.
- If you want to hire in-house expertise, what qualifications will you seek?
- Will past recipients mentor you? How about mentoring from a local development agency?
- Will you form an advisory group to help lead?
- Do your partners have experience to solidify your programmatic capability?

Other hints

- Describe project clearly.
- Main project points should address the main points of the community need section.
- How does this project align with other community revitalization efforts?
- Provide a step-by-step for the grant- how funds will be spent, where other funds for the project will come from and how accomplishments will be tracked.
- Quantity of in-kind support for work, even if it is not required.
- Document ability to leverage funds.
- If you have already leveraged funds, are they already committed or are in process. Provide letters confirming leveraged commitments.

Programmatic Capability

CVC has not directly received a US EPA Brownfields cleanup grant; it is not an eligible applicant for the assessment grant program. However, CVC has recent, specific experience in the East End community with regard to purchasing environmentally contaminated property, removing environmental threats to human health and safety, rehabilitating historically significant architecture and returning it to full community use.

More than five years ago, Community Ventures Corporation began acquiring adjoining properties that had held a salvage company, auto repair building, and paint shop. The environmental hazards were of a magnitude that they presented an insurmountable obstacle to private-sector business that occasionally considered locating in the area.

Programmatic Capability

Working closely with the Kentucky Superfund Branch and the federal Environmental Protection Agency, CVC acquired the blighted properties, demolished dilapidated structures, and rehabilitated the existing two-story building to create the Third Street Exchange to provide community-based economic and educational services to North End residents. As part of the \$3.1 million redevelopment, more than 120 tons of soil contaminated with lead, arsenic and PCBs were removed and replaced with “clean” dirt. Several other measures were implemented to as part of an overall risk assessment and management plan to ensure that the site no longer presents an environmental hazard to those living and working in the area. Today, the site holds the Third Street Exchange, CVC's second business incubator facility in Lexington.

Programmatic Capability

Because of CVC's proven track record of successfully leveraging funds, it is difficult to explain the corporation's accomplishments by individual funding awards (or even individual funding streams). For example, in 2006, CVC helped 36 families become homebuyers, with a total volume of \$3.6 million. CVC closed six loans through its Mi Hogar en Kentucky program, through which CVC received over \$2 million in loans from partner banks to capitalize loans (primarily to Hispanic borrowers). CVC also used more than \$475,000 in lending capital from the U.S. Department of Treasury's CDFI Fund. New homebuyers also received nearly \$1 million in financing from various state programs, as well as federal programs including the HOME Investment Partnerships Program and first mortgage loans through USDA Rural Development. In 2007, CVC helped dozens more families achieve homeownership utilizing in excess of \$4.5 million in capital from approximately 20 different sources.

Community Engagements and Partnerships

Assessment= 30pts

Cleanup= 15 pts

RLF= 15 pts

Proposals will be evaluated based on:

1. Plan to engage the target community and report to them.
2. The partnerships you have established and how effective they will be in carrying out your plan.
3. The extent to which your partners have made **valuable and specific commitments** to the project.
4. Past community outreach efforts you have made.

Community Engagement

3. A. Community Engagement Plan

Describe your plan for involving the community. **Notification required for cleanup grants!!!!**

- Be proactive in your plan. Passive community notification is not impressive. Describe involvement efforts, such as outreach strategies, frequency of events and potential outcomes.
- Describe how you have already reached out to the community, if applicable.
- Focus on citizen groups, such as neighborhood organizations, church groups, non-profits, service organizations, redevelopers, etc.

Community Engagement

- Consider forming a brownfield steering committee as a decision maker and communication vehicle. Include developers, industry, private, state and local funders, banks, universities, property owners, community groups and environmental advisors.
- Include multiple modes of communication for public notification and input:
 - Commit to frequent public meetings throughout the process.
 - Make meeting location and time convenient.
 - Piggyback on other meetings.
- Try flyers, websites, public access, social media, newspapers and church bulletins.
- Make info available in applicable languages, for illiterate, etc.

Community Engagement

- Sign-in sheets at public meetings
- Surveys and questionnaires
- Visioning sessions
- Petitions for support

How will you engage property owners?

- If grant funded, legal access to eligible properties is required.
- How will you educate them on liability, benefits of redevelopment, etc.
- How will you reach them?

Cleanup

- Community notification that you are applying for funds is required for cleanup grants. There is a date in the application that will tell you the deadline for this to occur.

Community Engagement

Sample of Community Outreach Language

The city, community groups (including CVC) and area residents held a "listening session" on June 14, 2008, to obtain residents' input on revitalization of the East End. Residents voiced the need for multiple redevelopment actions, including: paying job programs for teens, greenspace and walking tracks, affordable housing for homeownership, ways to reduce crime and increase residents' safety, the need for more retail businesses (grocery, drug store, floral shops, barber shops, etc.) in the community, assisted living for the elderly, and restoration of the historic Lyric Theater.

Most importantly, East End residents voiced a commitment to active participation in and community responsibility for redevelopment efforts. Many residents repeatedly voiced their strong desire that the community's residents retain control and ownership of redevelopment efforts. Among key comments were:

- "If we don't come together, we don't have to take what other people say we need; let's get what we want."
- "The East End must take care of its problems -- not pass problems off -- and strengthen neighbors."
- "To make the neighborhood better will take a lot of things, but one key is that we must offer things to young people -- positive things to do."

Partnerships

3. B. Partnership with local/state/tribal environmental and health agencies

Describe how you plan to work with these organizations.

- Describe your knowledge and relationships with these organizations.
- How will you collaborate with them to make your project a success? Describe collaboration on:
 - Assessment reports
 - Pre and post-cleanup activities
 - Technical assistance, etc.
- Indicate if you will be working with the local health department. This is especially important if you will be seeking the 10% for health monitoring
- Do you plan to enroll sites in the state's voluntary cleanup program
- How will you work with property owners to participate in cleanup activities?

Partnerships

3. C. Community-Based Organizations (CBOs)

What role will they play and how will you help one another?

- Read guidance to see what constitutes a CBO (A.K.A nongovernmental organizations).
- Involve a variety of organizations- local citizens, neighborhood associations, faith-based, civic groups, environmental groups, educational institutions.
- For smaller areas, involve community stakeholders.

Potential Partners?

- Community-based organizations
- Local, county board of health
- Local developers
- Chambers of commerce
- Private businesses
- Development organizations
- Educational institutions

Partner Roles

- Financial-Hosting fundraising events
- Educational- creation, reproduction or distribution of project information to the community
- Direct on-the-ground assistance (assisting in the identification of sites for a community-wide assessment)
- In-kind contributions of facilities, equipment or materials
- Mentoring and filling in programmatic capability gaps

Partnerships

- Letters from CBOs should be attached and should include:
 - Specifics on what they will bring to the party.
 - Description of their commitment to the project.
 - Make sure your letters are current and not from last year's application.
- Describe each organization's commitment in the narrative section. Consider a chart with org name, description, contact, role, commitment.
- Give them ample time to write the letter.
- Give each org. a copy of your grant after completion so they can be completely familiar with the proposal.

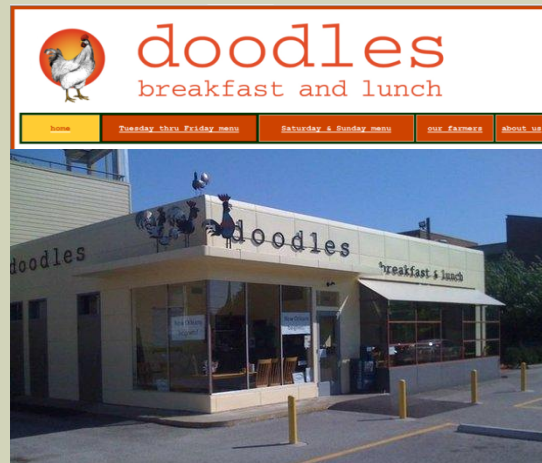
Project Benefits

Assessment= 30pts

Cleanup= 20pts

RLF= 15pts

Proposals will be evaluated on the extent to which the project outcomes promote the general welfare.



Welfare and Public Health-Assessment

4. a. Welfare and Public Health

Describe the environmental, social and public health benefits expected from the project.

For assessments:

- Describe how you will characterize sites through assessments to determine any health hazards to the public. How will you manage those risks during the assessment?
- Explain how the nearby community will be protected through assessments-will you test to see if contamination has moved off-site?
- Describe any known contamination in the area, how it can potentially impact human health and how eventual cleanup and redevelopment can improve soils, groundwater, etc.
- Mitigating safety issues
- Are you creating green spaces that will encourage people to exercise? Connect to current obesity rates.

Welfare and Public Health

4. A. Welfare and Public Health

Describe the environmental, social and public health benefits expected from the project.

For cleanups:

Protection during cleanup:

- If you are excavating, address fugitive dust from the site.
- Air monitoring at the site if high levels of VOCs are involved
- Containment systems to take care of site runoff

Welfare and Public Health-Cleanup

- Plan to address excavated soil so that water runoff from rain will not spread contamination.
- Site barriers, fencing and warning signs to prevent access
- Fenced areas around holes where tanks were located
- Relate your Phase II results and how a cleanup on that site will reduce environmental and health risks.
- Mention cleanup plan protocol

Economic Benefit/Greenspace

4. B. i&ii Economic Benefit and/or Greenspace

Describe the economic and noneconomic redevelopment potential of the area.

- Mention enhanced property values of redeveloped areas. The rising tide.....
- Mention any economic development plans that are underway and what the expected tax, employment and spin-off growth will be.
- Will businesses expand or locate to the area?
- Is this part of a larger community-wide plan. How does this tract fit in? How will it spur further redevelopment?
- If you are redeveloping a blighted area, you are probably preserving greenspace elsewhere. Include acreage of space saved.
- Mention any recreational areas that may be developed that could have impacts on obesity rates or could be used for community activities, like urban gardens.
- Will this create jobs and income for the impacted area?
- Will this help save the city money? Use old infrastructure instead of building new.

Environmental Benefits From Reuse

4. C. Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

- Do you have some smart growth elements to your plan? If so, mention that.
- Global Climate Change- How does this reduce green house gases? People closer to work so fewer vehicle miles traveled. Reuse of property reduces the use of new materials.
- Are you reusing the building, recycling materials, etc.?
- How many acres of greenspace did you save by redeveloping a brownfield?
- Through redevelopment, you may have prevented the need for additional infrastructure needs, therefore saving on construction and maintenance costs.
- Are you integrating green building elements, stormwater controls, alternative energy production, etc., at your site?
- Link to any other master or sustainability plans in your community
- Are you planning on this site serving as a community transportation site- bus line, trolley stop, etc.?

Special Consideration

- Checklist of special considerations that the EPA may take into account in making funding decisions
- Indicate if any of the situations apply and then describe
- Includes community size, whether they are implementing green remediation plans, if you are the victim of a natural disaster, etc.
- Attached in the appendix section

Appendix 3 Special Considerations Checklist

Please identify (with an **X**) if any of the below items apply to your community or your project as described in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. Describe how each consideration applies to your proposal and/or attach documentation.

- ☐ Community population is 10,000 or less
- ☐ Federally recognized Indian tribe
- ☐ United States territory
- ☐ Applicant assisting a Tribe or territory
- ☐ Targeted brownfield sites are impacted by mine-scarred land
- ☐ Targeted brownfield sites are contaminated with controlled substances
- ☐ Community is impacted by recent natural disaster(s) (2005 or later). To be considered, applicant must identify here the timeframe and type of natural disaster.
- ☐ Project is primarily focusing on Phase II assessments
- ☐ Applicant demonstrates firm leveraging commitments for facilitating brownfield project



A Few Notes on RLFs

Revolving Loan Fund

- How do these loans meet community needs and foster sustainable redevelopment?
- If you are considering an RLF, we highly recommend you contact a current recipient to determine the scope of work actually involved in managing an RLF.
- Find an RLF proposal for reference.
- Describe how you will build your program. How will it be sustainable?
- Describe your RLF team. What products will you develop because this is a loan, subgrant program? How will the fund manager handle the financial and loan administration? Describe how a qualified environmental professional will coordinate and direct cleanup activities to protect human health. Describe staff roles and the commitments in order to address the daily needs of the RLF.
- How will you market the program? Is there an existing client base? Explain what assistance will be offered by the program. What resources and capital are available to address gaps in funding? Describe the market research that will be done.

Revolving Loan Fund

- What is a deal breaker in your plan?
- What is the application process and how are they reviewed and approved?
- What issues do you foresee and how do you see yourself resolving them?
 - development delays
 - market forces
 - down economy
 - buyers who back out
- Indicate resources you can commit to cleanups.
- How will public health be protected?
- What closeout documentation will be provided?

General Tips & Tricks



Tips and Tricks

- Get buy in from your organization.
- Draft your proposal early so you have time to make revisions and aren't sweating it at the deadline.
- Ok, chances are you're not going to start early, but make sure that you don't miss public notification deadlines.
- Contact your state early for a letter of support.
- Ask for letters of support for other organizations and make sure that they are specific in how they are going to support your project.
- Make sure that you allot enough time. This grant is very competitive, and you should set aside enough time to do it well.

Tips and Tricks

- Have another set of eyes to read your proposal.
- Not enough time? Consider having some outside help-development organizations, nonprofits, experienced grant writers or consider a consultant.
- Your state may help you review your grant.....check it out.
- Make sure that you have read the guidelines and understand them.
- Respond to all questions completely and thoroughly. Look at the points allotted to each.
- Responses should follow the guidelines exactly.
- Don't waste space writing the entire question. Use the heading numbers and letters or an abbreviated question.

Tips and Tricks

- Follow the formatting and page requirements. Must be 12pt. font, 1-inch margins, etc. Try different fonts if you are having issues fitting the info on the page. Do the opposite of what you did in college.
- Provide actual detail when you can. The more specific you can be, the better your grant will be.
- Don't fake it 'til you make it. If something does not apply in your case, don't try to put a square peg in a round hole.
- Make it easy to read (8th grade English class-level).
- No binders, fancy covers, etc. They go in the trash.
- Avoid acronyms.
- Make sure that your grant is consistent throughout. If you mention a problem in the first section, make sure you address it later on.
- Bullets and tables can make things more readable, so use them if you have the space to spare.

Tips and Tricks

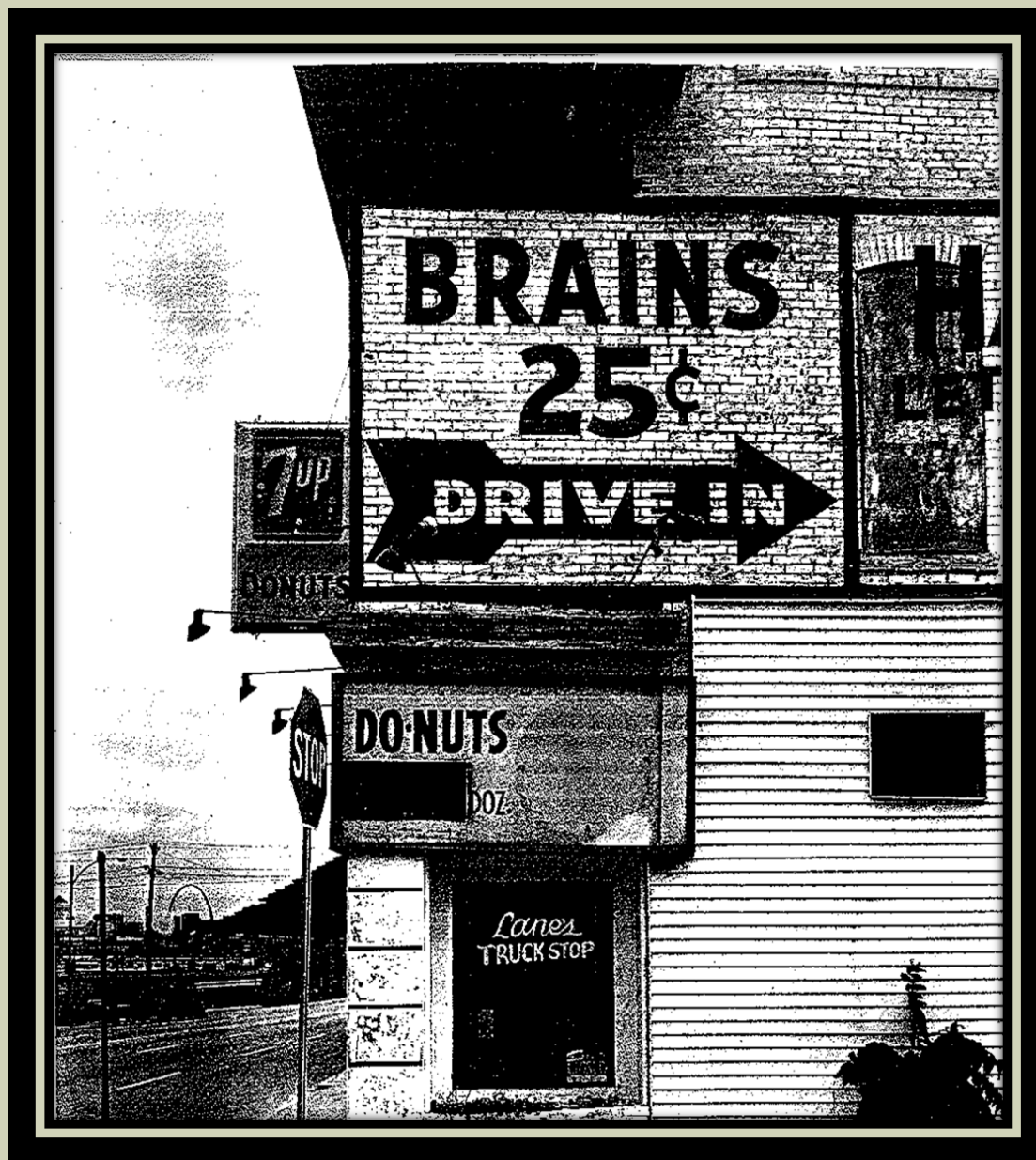
- While attachments are great, remember that these proposals are photocopied and pictures and color copies don't reproduce well. Do a test copy if you are not sure.
- Tell your story. Make reference to something unique about your town and region. You have to paint a picture b/c the readers review what seems to be a ga-gillion grants. Make yours stand out.
- Your reviewers will be from a different program, remember that when talking about your community. Don't assume familiarity.
- Do you have a community master plan or have you done a visioning session that you can tie into the grant? Communicate your plan!!!!
- If you are unsuccessful, get feedback!!! Many try multiple times to get these grants.
- Note any environmental upgrades- green building, watershed improvements, stormwater controls that are added to a project. This is an environmental grant after all.

Tips and Tricks

- Identify information sources in your grant.
- Make sure that you read mailing instructions. Mail one to the region and one to headquarters.
- Review the FAQ that the EPA posts. It has a lot of good info.
- There is a checklist in the guidance, use it!!!

Informational Resources

- [EPA Brownfield Program funding page](#)
- Kentucky Brownfield Program [grant resource page](#)
- Self-paced grant writing for brownfields coming soon.



Questions



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